

## Appendix A

### Ames Laboratory Forklift Inspection Checklist

**Prior to the use** of an Ames Laboratory forklift the following inspection items are to be checked to insure that the forklift is in good working order and that operation of the forklift will not endanger the operator or workers in the area of the forklift's operation. The following inspection needs to be completed only once per day.

This inspection checklist is for: (Place an "X" in the box to the left of the forklift being inspected)

	Forklift	Location		Forklift	Location		Forklift	Location
	Clark-0169	MMB		Clark 039967	MMB		Namco-803172	B1 SPH
							Clark-TM17	CWH

An Explanation of the inspection items listed below and the inspection procedures can be found on the back of this form. Place an "O" in the box if an inspection item checks out "OK". Place an "X" in the box if an inspection item is deemed unsatisfactory. When an item is marked with an "X", fill out the back of this form to indicate the malfunction and the corrective action. All items must be marked with an "O" before using the forklift.

Date	1. Obvious Damage	2. Tires	3. Battery Indicator *	4. Engine Fluid Levels	5. Hydraulic System	6. Leaks	7. Forks & Carriage	8. Hydraulic Controls	9. Warning Lights	10. Horn	11. Emergency Brake	12. Steering	13. Brakes	14. Backup Alarm	Initials

\*- Check battery indicator on electrical forklift only.

### Forklift Inspection Checklist Instructions

If damage to the forklift is noted or a checklist item does not meet the criteria described below, the user should contact their supervisor to determine a corrective course of action. Do not use the forklift until all checklist items are listed as "OK" per the instructions below. Follow the instructions below for each of the Forklift Inspection Checklist Items:

1. Obvious Damage – Inspect the forklift for damage to the structural and mechanical aspects of the equipment. Look for cracks in the frame or in the lift mechanism. Any damage that jeopardizes the workability of the equipment or its ability to carry a load should be noted.
2. Tires – Inspect the tires. Are they in good condition and are the pneumatic tires inflated properly?
3. Battery Indicator – Check the battery indicator on the electric forklift to insure the batteries are properly charged.
4. Engine Fluid Levels – Check the fuel levels (propane or gas) to insure there is an adequate amount to perform the intended work. Check the engine oil to insure it is at the proper level.
5. Hydraulic System – Inspect the hydraulic system for leaks. Check the condition of the reservoir and hoses. Is the reservoir adequately filled and are there any cracks or damage to the hoses?
6. Leaks – Survey the entire forklift, and the area in which it is parked, for any other fluid leaks.
7. Forks and Carriage – Are the forks and carriage in good condition? Both the forks and carriage should be structurally intact and not bent. Test the fork locking mechanism to insure that it works properly and does not allow the fork to move on the carriage. Before any lifting, check the placement of the forks to insure they are properly positioned and locked in to place on the carriage.

Turn the forklift on to test the remainder of the checklist items:

8. Hydraulic Controls – Test the controls for manipulating the forklift. Move the forklift in all directions looking for smooth operation and listening for unusual sounds indicating worn or broken parts.
9. Warning Lights – Turn on the warning lights to insure they are working properly.
10. Horn – Test the horn to insure that it works.
11. Emergency Brake – With the emergency brake on, slowly begin moving the forklift forward and then backward to test the emergency brake. The emergency brake should not allow the forklift to move forward or backward. **Caution -- Do not engage excessive power to move the forklift forward or backward. This may damage the emergency brake.**
12. Steering – Turn the steering wheel all the way to the left and then back all the way to the right. Does the steering perform adequately?
13. Brakes – Move the forklift forward and apply the brakes. Move the forklift backward and apply the brakes. Do the brakes perform adequately in both the forward and backward movement?
14. Backup Alarm – Move the forklift in a backward direction. Does the backup alarm make a loud sound to indicate to anyone in the proximity of the equipment that it is moving in a backward direction?

**If any of the items above are deemed unsatisfactory fill out the following form:**

Date	Checklist Item #	Description of Unsatisfactory Condition	Date Corrected	Corrected by (Employee #)

Forward completed forms to ESH&A for forklift #Yale-M106119, Purchasing and Property Services for forklift #Clark-TM17 and Ames Laboratory Facilities Services administrative office for the remaining forklifts. Contact each of these offices for new forms.